



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Dear EADA Coordinator:

Your Chief Administrator has designated you as the coordinator for the Equity in Athletics Disclosure Act (EADA) survey that will be conducted this fall by the U.S. Department of Education. This survey will collect data about your institution's intercollegiate athletic program participation, staffing, revenues and expenses. Providing this information is required by law as a condition of your institution's continued participation in the Federal student financial aid programs.

The EADA survey will be administered through a Web-based system that can be accessed only by designated staff with assigned user IDs and passwords. As the coordinator, **you** are responsible for assuring the accuracy of all of your institution's data. Once the data are complete, you will be the only person who will be able to "lock" the survey form thus closing the data collection and formally transmitting the information to the Department of Education on time.

The first step is for you to register as the coordinator using the URL on the enclosed registration certificate. The registration screen asks for specific contact information. **Please enter this information completely and accurately.** This information will then be used for all further contacts with your institution during this data collection. Once you have registered, you will be provided with two IDs and passwords for use in accessing the data collection screens. If your institution has more than one person who will need to provide data for the survey, you should provide each of them with the second ID and password. The secondary ID and password may be used by multiple individuals simultaneously. However, please remember that all communication will flow through you as the coordinator, and you will be the only person allowed to lock your data using the primary ID and password.

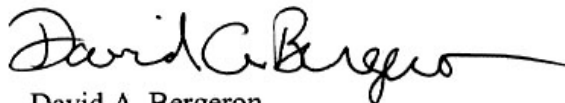
Once your institution's data have been locked, the survey will be reviewed by the Department of Education staff. You may receive a request for clarification based on this review. Your institution's data will then be used by the Department to prepare a report to Congress and will be made available to the general public.

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If you have any questions about survey items or how to use the system, please contact the Help Desk either by phone or email using the information provided on the enclosed registration certificate.

Thank you in advance for your help in this important project.

Sincerely,

A handwritten signature in black ink, reading "David A. Bergeron". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

David A. Bergeron
Chief,
Policy and Budget Development Unit
Policy, Budget, and Analysis Staff